

# TOWN OF MILFORD - JOB DESCRIPTION

<b>JOB TITLE:</b>	Head Swim Coach / Seasonal	<b>Grade Level:</b>	5
<b>CLASSIFICATION:</b>	Non-Exempt, Stipend		

<b><u>Job Description:</u></b>	Under the supervision of the Recreation Director, the Head Swim Team Coach shall administer, supervise, manage, and promote the Milford Swim Team.
<b><u>Accountability:</u></b>	Reports to the Recreation Director.
<b><u>Equipment Used:</u></b>	All pool-related rescue and pool operating equipment. Computer, Team Manager and Meet Manager software, TV, and VCR, and Starting System.
<b><u>Environment:</u></b>	<b>Inside:</b> <u>5</u> % <b>Outside:</b> <u>95</u> %

## Duties and Responsibilities:

<p><b>Note:</b> Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<ol style="list-style-type: none"> <li>1. Administers, supervises, and manages the Milford Keyes Swim Team.</li> <li>2. Performs coaching duties to include but not limited to stroke demonstration, set swimmer exercise routines, organize swimmer event entries and times.</li> <li>3. Attends GSSA meeting prior to season start (May).</li> <li>4. Supervises and directs the Assistant Coach to safely and efficiently run the swim team.</li> <li>5. Conducts swim team practices in a safe, friendly, and competitive environment.</li> <li>6. Supervises and observes swimmers at all times to ensure their safety.</li> <li>7. Promotes swim team participation.</li> <li>8. Increases public awareness of the swim team by making use of local news media on a regular basis. Special activities should receive advance publication.</li> <li>9. Assists in organizing/running swim meet events including Rotary and State Swim Meets.</li> <li>10. Performs and logs daily water chemical tests to ensure safe swimming conditions.</li> <li>11. Eliminates or minimizes hazardous situations to help prevent accidents.</li> <li>12. Responds quickly to all emergency situations.</li> <li>13. Administers to injuries of swimmers following proper first aid procedures.</li> <li>14. Enforces good water safety practices in and around pool area(s).</li> <li>15. Maintains all necessary records, reports, log books, etc. as they pertain to swim team activities, including States permission forms, birth certificates, etc.</li> <li>16. Orders swim suits and other swim team supplies and equipment with approval from Recreation Director.</li> <li>17. Schedule all meets prior to start of season and post/distribute calendar.</li> <li>18. Schedule and attend parent meetings and set communication strategy to be followed.</li> <li>19. Coordinate activities with parents of swim team members, including organizing volunteers and monitoring parent volunteer list.</li> </ol>
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	<p>20. Evaluation and recommendations of program to assist in future planning.</p> <p>21. Performs related duties as required.</p>
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## Physical Activity Requirements:

### Frequently, Occasionally, Seldom, Rarely or Not Required

#### PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.:	Frequently
LIFT 11 to 25 lbs.:	Frequently
LIFT 26 to 50 lbs.:	Occasionally
LIFT over 50 lbs.:	Occasionally
CARRY up to 10 lbs.:	Frequently
CARRY 11 to 25 lbs.:	Frequently
CARRY 26 to 50 lbs.:	Occasionally
CARRY over 50 lbs.:	Occasionally
REACH above shoulder height:	Frequently
REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently
PUSH/PULL:	Frequently

#### OTHER PHYSICAL CONSIDERATIONS

Twisting	Frequently
Bending:	Frequently
Crawling:	Rarely
Squatting:	Frequently
Kneeling:	Frequently
Crouching:	Frequently
Climbing:	Frequently
Balancing:	Frequently

#### WORK SURFACE(S)

Wet and slippery surfaces around the pool and locker room.

#### HAND MANIPULATION

Grasping:	Occasionally
Handling:	Occasionally
Torquing:	Occasionally
Fingering:	Occasionally
Controls and Equipment:	Frequently

Controls & Equipment

#### DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours	Total Hours
	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Sit	2-3	3-4
Stand	1-2	2-3
Walk	2-3	3-4

## Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others. Instructing staff & patrons, Must be able to read, write and speak fluent English.
Hearing:	Necessary for receiving and/or giving information and instructions to staff and patrons
Sight:	Necessary to perform job effectively to observe guard staff and patrons.
Tasting & Smelling:	Necessary for identification of chemical levels.

## Specific Vocational Preparation Requirement(s):

Short demonstration only	Any "beyond short" demonstration up to and including 30 days.	30-90 days
91-180 days	181 days to 1 year	X 1 to 2 years
2 to 4 years	4 to 10 years	Over 10 years
<b>Required:</b>	<ul style="list-style-type: none"> <li>Previous coaching experience and certification; 2 or more years experience preferred.</li> <li>Thorough knowledge of lifesaving techniques and safety standards required.</li> <li>Successful completion of a criminal records check.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Must be in excellent physical condition to perform lifesaving responsibilities, alertness and commonsense to deal with situations as encountered.</li> <li>Knowledge of basic swimming pool chemistry and monitoring systems or</li> </ul>	

	ability to learn. <ul style="list-style-type: none"> <li>• Must be able to work with all ages of the general public.</li> <li>• Knowledge of computer and Team/Meet Manager software or willingness to learn.</li> </ul>
<b><u>Supervisory experience:</u></b>	<ul style="list-style-type: none"> <li>• Ability to supervise a pool swim team program and staff.</li> </ul>
<b><u>Licensure/Certification Requirements:</u></b>	Current CPR, AED and First Aid Certifications. Coaching Safety and Life Guarding Certifications.
<b><u>Other Training, and/or related Skills</u></b>	n/a

### Summary of Occupational Exposures:

<b><u>Summary of Occupational Exposures:</u></b>	<ul style="list-style-type: none"> <li>• Sun radiation! <b>Wear sun block.</b></li> <li>• Chemicals used for the pool.</li> <li>• Hot/Cold weather.</li> <li>• Cleaning fluids.</li> <li>• Blood borne pathogens.</li> </ul>
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### Other Considerations and Requirements:

<b><u>Other Considerations and Requirements:</u></b> <ul style="list-style-type: none"> <li>• Must be dependable.</li> <li>• Ability to work evenings and weekends if necessary and to commit to a 7-week season.</li> <li>• Stipend pay is available only for weeks worked.</li> <li>• The physical demands of the duties described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.</li> <li>• This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.</li> </ul>	
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I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	2/4/16
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